CMS Net

Eligibility

This guideline is for training and internal
use only.

Table of Contents

Preface

Legend

In procedures on the following pages users will see various symbols used.

✔   When a procedure is described, the check mark indicates the result of an action.

➡   The arrow indicates a content note.

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Eligibility

Overview ☐

This chapter gives details about the full screen Eligibility Menu and components. It includes the following:

- Information about the new Eligibility Menu

- How users can track and update eligibility

The Eligibility Menu is the main menu for the Eligibility section. The user can select and proceed to any one of the screens available from this menu.

Eligibility Header

The <u>Standard</u> patient header is contained in the first two lines of the screen. Included fields are:

- REG = Status displayed from the Registration Face Sheet

- MED = Medical status displayed from the Medical Eligibility screen.

- F/R = Displays information combined from the Financial/Residential and Enrollment & Assessment Fee screens.

The <u>Eligibility</u> patient header is contained in the third line. It includes fields:

- Program Begin Date

- End Date

- Eligibility Status.

(See example).

```
CMSNET                          ELIGIBILITY MENU                        CMSEM-10
Pt Nm: XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4   CCS#:  9999999   CIN: 99999999X 9
Gender: X   DOB:  99/99/9999   Lgl Co: XXXXXXXXX1   REG=XXXXXX    MED=X   F/R=X
Pgrm Begin Date 99/99/9999 End 99/99/9999   CCS Elig Status XXXXXXXXXXXXXXXXXXXX
```

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Eligibility, Continued

Business Rules for Eligibility Header

These business rules apply:

- User can change "Pgrm Begin Date" field on the 'Pending Eligibility' screen (CMSPE-20) **or** on the 'Program Eligibility' screen (CMSPE-25).

- User can modify Pgrm "End" Date field on the 'Program Eligibility' screen (CMSPE-25).

- The system populates the CCS Elig Status field on the 'Pending Eligibility' (CMSPE-20) screen from the Client Eligibility screen.

- If any NOA is sent, and "Res Status" (CMSELRF-20, Field 32) is blank or "Pending Res Det", the system changes "F/R" Status to "Ineligible".

- If any first/second letter is sent and "Res Status" (CMSELRF-20, Field 32) is blank or "Pending Res Det", the system changes "F/R" Status to "Pending".

- If "Dt M/C Appl Refused" (field 16) or "Dt Deter M/C Not Compliant" (field 18) is filled, "F/R" will display "Ineligible" upon exiting screen.

Eligibility Menu (CMSEM-10)

Overview □ The Eligibility Menu screen is a **selection only** screen; users cannot enter data here.

Client Eligibility exists independently of the selected Program Eligibility range.

Steps to Access □ Eligibility □ Menu □ (CMSEM-10)□

Complete the following:

Step	Action
1	From the Primary Menu, select Eligibility. Press <Enter>.
	✔ The Patient Identification screen displays.
2	Identify and select the patient.
3	Select program eligibility date range from the pop-up message. Press <Enter>.
	✔ The Eligibility Menu screen displays.

```
CMSNET                        ELIGIBILITY MENU                     CMSEM-10
Pt Nm: XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4   CCS#: 9999999  CIN: 99999999X 9
1) Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXX1  REG=XXXXXXXXXX MED=X    F/R=X
2) Pgrm Begin Date 99/99/9999 End 99/99/9999  CCS Elig Status XXXXXXXXXXXXXXXXXXX


   ( )  Pending Eligibility              ( )  Medical Eligibility
   ( )  Residential Worksheet            ( )  Program Eligibility
   ( )  Financial Worksheet              ( )  Eligibility Tracking
   ( )  Enrollment/Assessment Fees       ( )  Display Eligibility Log
   ( )  MEDS Inquiry                      ( )  Replace Beneficiary ID Card
   ( )  Medi-Cal Coverage (not used)     ( )  Client Eligibility
   ( )  Insurance Coverage               ( )  Quit
   ( )  Healthy Families Coverage (not used)
```

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eligibility .doc   3   Revised 02/05/04
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Eligibility Menu (CMSEM-10), Continued

Special Note☐ 'Client Eligibility' and 'Medical Eligibility' options shall be in 'Display Only' mode for all Dependent County (DC) users except for Dependent Counties participating in CMIP (Case Management Improvement Project)

Data Entry Fields

The following table identifies and defines the fields for selection on the Eligibility Menu.

➡ Use the <Down Arrow> to move from field to field.

Field #	Field Name	Description/Comments
1	(header)	**Display Only** Standard patient's header information
2	Eligibility header	**Display Only** This date is populated from Pending Eligibility or Program Eligibility screen
3	Pending Eligibility	**Selection** Displays the Pending Eligibility screen (CMSPE-20)
4	Residential Worksheet	**Selection** Displays the Residential Worksheet screen (CMSRF-10 & CMSRF-20)
5	Financial Worksheet	**Selection** Displays the Financial Worksheet screen (CMSFR-30 & CMSFR-40)
6	Enrollment / Assessment Fees	**Selection** Displays the Enrollment and Assessment Fees screen (CMSFE-10)
7	MEDS Inquiry	**Selection** Displays the MEDS Inquiry screen (CMSMEDS-10)
8	Medi-Cal Coverage	**Selection** Displays the Medi-Cal Coverage screen (CMSELXX-30) (Not In Use)
9	Insurance Coverage	**Selection** Displays Insurance/Other Coverage in roll and scroll

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Eligibility Menu (CMSEM-10), Continued

Field #	Field Name	Description/Comments
10	Healthy Families Coverage	**Selection** Displays the Healthy Families Coverage screen (CMSELHF-110) (Not In Use)
11	Medical Eligibility	**Selection** Displays the Medical Eligibility screen (CMSME-50)
12	Program Eligibility	**Selection** Displays the Program Eligibility screen (CMSPE-25)
13	Eligibility Tracking	**Selection** Displays the Eligibility Tracking screen (CMSET-10)
16	Display Eligibility Log	**Selection** Displays the Eligibility Log screen (CMSLM-10)
14	Replace Beneficiary ID Card	**Selection** Display the Replace Beneficiary ID Card Screen (CMSRB-10) * If case status is anything other than 'Active' or 'Transfer Active' this screen will be display only.
15	Client Eligibility	**Selection** Displays the Client Eligibility screen (CMSCE-10)
19	Quit	**Selection** Displays the Patient Identification for Eligibility screen (CMSPI-10)

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